



TOWN OF TEWKSBURY

TOWN HALL
1009 MAIN ST
TEWKSBURY, MASSACHUSETTS 01876

FINANCE COMMITTEE

David Aznavoorian, Chairman
Damin Sutherby, Vice Chair
Rob Kocsmiersky, Clerk
Raymond Lisiecki
Thomas L. Cooke
Laurence Sanford
Paul McDermott

Meeting Minutes February 26, 2015

1) Call to Order

The meeting was called to order by David Aznavoorian, Chairman at 7:00 p.m. at the Police Station Community Training Room. Present at the meeting were Tom Cooke, Ray Lisiecki, Larry Sanford, Paul McDermott, Damin Sutherby (arrived at 7:30 p.m.), and Rob Kocsmiersky. Also present was Richard Montuori, Town Manager, Karen Kucala, Finance Director, and Joanne Foley, MMA Chairman.

2) FY16 Budget Department budget reviews

a) Town Clerk

Present was Denise Graffeo, Town Clerk.

Ms. Graffeo reviewed the Town Clerk budget. The FY16 Town Clerk recommended budget is \$230,407 representing a decrease of approximately \$14,274 from FY15. The decrease is in salaries.

Ms. Graffeo discussed unfunded priorities which include: additional hours to change a part-time clerk position to a full-time clerk position to help with digitizing records and posting meeting minutes and the purchase of new election tabulators as the current ones are getting old and getting more prone to failures.

Mr. Aznavoorian suggested the Town Clerk's office see if they are able to work with the library on their computer/digitizing needs. Mr. Sanford also suggested looking into cloud computing services for help.

Parking Clerk

The FY16 recommended Parking Clerk budget has been level funded from FY15 at \$5,200.

Elections and Town Meeting

The FY16 recommended Elections and Town Meeting budget is \$23,870 representing an increase of approximately \$3,020 from FY15. The increases are in temporary part time salaries (\$520) and professional services (\$2,500).

Board of Registrar

The FY16 recommended Registrar budget has been level funded from FY15 at \$3,550.

b) Accounting/Finance Department

Ms. Kucala reviewed the Finance Department budgets. The FY16 recommended Accountant budget is approximately \$364,767 net of allocations. There are decreases in both salaries (down \$3,030) and repairs and maintenance (down \$561). Ms. Kucala noted that the decrease in salaries is the result of a staff member leaving and a new person being hired for less. Otherwise, the budget has been level funded.

Treasurer/Collector

The recommended FY16 Treasurer/Collector budget is approximately \$421,893, net of allocations, representing an overall decrease of approximately \$1,382 from FY15.

The FY16 Treasurer/Collector unclassified budget is approximately \$14,808,823 representing an increase of approximately \$614,828 from FY15. It was noted that the Treasurer Unclassified budget has Middlesex Retirement Assessment for non-teachers employees and increased significantly – as an unfunded liability.

Mr. Lisiecki asked if the town issue business licenses if the business has not yet paid their taxes and Mr. Montuori explained that the business must be in the arrears for a full year before the town would stop any licenses.

Assessor

The FY16 recommended Assessor budget is \$247,612 representing an overall decrease of approximately \$17,675 from FY15. There is a decrease of \$20,875 in professional services and an increase of \$3,200 in salaries.

c) General Government budgets

Auxiliary Building (Town Hall Annex)

The FY16 recommended Auxiliary Building budget has been level funded from FY15 at \$32,400

Cable Television

The FY16 recommended Cable Television budget has been level funded from FY15 at \$3,129. Mr. Cooke feels that there should be an increase in the Cable TV budget.

Cemeteries

The FY16 recommended Cemeteries budget has been level funded from FY15 at \$3,000.

Community Events

The FY16 recommended Community Events budget has been level funded from FY15 at \$11,000.

Veterans Services

The FY16 recommended Veterans Services budget is \$392,578 representing a decrease of \$3,967 from FY15.

Mr. Lisiecki noted that Jim Williams should be added to the FY2015 Personnel tab of the Veterans budget.

Solid Waste

The FY16 recommended Solid Waste budget is \$2,402,747 representing an increase of \$26,594 from FY15.

Mr. Lisiecki asked how much longer the town has on the Sutton Brook settlement and Mr. Montuori noted until 2039.

Street Lights

The FY16 recommended Street Lights budget has been level funded from FY15 at \$160,000.

Mr. Montuori noted that he would like the town to own the lights (not the poles). Mr. Cooke discussed the many issues with owning the poles – who owns what, who pays the taxes, etc.

Computer Services

The FY16 recommended Computer Services budget is \$158,672 which reflects a decrease of approximately \$3,845.

Mr. Kocsmiersky asked if the town would have issues if Jami Bent left as he is the only staff member in the Computer Services department and Mr. Montuori noted that we would be ok.

Town Hall

The FY16 recommended Town Hall budget is \$96,121 which reflects an increase of approximately \$840.00. The increase is in uniforms (\$240) and car allowance (\$600). Mr. Montuori noted this budget will be adjusted once the Town Hall renovations have been completed. Mr. Montuori is also looking into outsourcing the building cleaning work.

Town Manager

The FY16 recommended Town Manager budget is \$277,965 representing a decrease of approximately \$664.

Town Manager Unclassified

The FY16 recommended Town Manager Unclassified budget is \$20,311,855 representing an increase of \$724,000 from FY15.

3) Town Manager and Finance Director Reports (as applicable)

Snow/Ice Overage Expenditures

Mr. Lisiecki asked if this snow/ice over expenditure includes the work that was done on the Senior Center and the School roofs and Mr. Montuori confirmed this.

MOTION: Mr. Lisiecki made the motion to approve the Snow and Ice Overage Report through February 25, 2015 in the amount of \$256,000; seconded by Mr. Sanford and the motion carried 7-0.

4) Finance Committee Matters of Interest (as applicable)

There were no topics discussed under this agenda item.

5) Committee Member Reports (as applicable)

Computer Study Committee

Mr. Aznavoorian reported that the meeting revolved primarily around the Police station virus issue. Mr. Aznavoorian noted that he will push to have time-based goals for the contracted work on the Police computer system.

6) Approval of Meeting Minutes

There was no meeting minutes presented for approval.

7) Approval of Recording Secretary and Timesheet

There was no time sheet presented for approval.

8) Future Proposed Meeting Dates (subject to change)

The next meeting has been scheduled for Thursday, March 5, 2015 at the Pike House.

Adjourn.

MOTION: Mr. Sutherby made the motion to adjourn at 8:41 p.m.; seconded by Mr. Lisiecki and the motion carried 9-0.

Approved: April 16, 2015

**Documents Presented and/or Discussed
February 26, 2015**

- 1) Snow & Ice Overage Report No. 2
Copies can be found with the Finance Department
- 2) FY2016 Town Manager Recommended Budget
Copies can be found with the Town Manager